



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner

## VACANCY NOTICE

**DIVISION OF EDUCATOR EXCELLENCE & INSTRUCTIONAL EFFECTIVENESS  
OFFICE OF INSTRUCTION, ASSESSMENT & CURRICULUM**

### **\*CURRICULUM RESOURCES SPECIALIST**

**\$74,373 - \$90,373**

**\*This is a new position at RIDE, and it is to be funded through the Race to the Top grant for the award period of 2010-11 through 2014-15. Funding for continuation of the position beyond the award period is not guaranteed.**

**POSTING PERIOD:** August 30 - September 13, 2010      Applications will be accepted until position is filled.

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, AFT)  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Telephone** (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575  
[www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, color, sex,  
sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND  
SECONDARY EDUCATION  
NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** Curriculum Resources Specialist

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for leading and supporting standards driven educational reform by coordinating curriculum, instruction, and assessment activities to ensure that all students will reach high standards.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Coordinates statewide curriculum development

Supports schools and district capacity to develop, implement and evaluate curriculum and instruction.

Directs the administration of the instructional management system including design, content, training, and vendor management.

Facilitates the use of the instructional management system in districts and schools

Provides technical reports and briefs to local, State, and federal officials

Performs related work as assigned

**REQUIRED QUALIFICATIONS**

**KNOWLEDGE AND SKILLS:**

Knowledge of applicable federal, state, and local laws, rules, and regulations

Knowledge of standards-driven curriculum, instruction, and assessment

Knowledge of professional development systems related to standards-driven curriculum, instruction, and assessment.

Skilled in developing standards-driven curriculum, instruction, and assessment

Skilled in project management, setting priorities, and evaluating progress towards outcomes

Skilled in preparing reports

Skilled in facilitating meetings, professional development, and technical assistance systems

Interpersonal skills necessary to work cooperatively and effectively with individuals and groups

Must communicate effectively, both orally and in writing

**EDUCATION:** Master's Degree in Education or related field with coursework in curriculum and assessment preferred.

**EXPERIENCE:** Three to five years of teaching and/or program management experience and/or any combination of education and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

**Date: August 2010**